

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0002
Schedule Status Modified Approved Version

Agency or Establishment Forest Service
Record Group / Scheduling Group Records of the Forest Service
Records Schedule applies to Agency-wide
Schedule Subject Forest Service Directive System Program Management
Internal agency concurrences will be provided No

Background Information The Forest Service Directive System codifies the agency's policy, practice, and procedure. As such, it is the primary administrative basis for the internal management and control of all agency programs and the primary source of administrative direction to Forest Service employees.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0002

| Sequence Number | |
|-----------------|---|
| 1 | Directive Program Management Disposition Authority Number: DAA-0095-2018-0002-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p data-bbox="349 421 795 457">Directive Program Management</p> <p data-bbox="349 474 1133 510">Disposition Authority Number DAA-0095-2018-0002-0001</p> <p data-bbox="349 527 1477 861">Records related to policies and responsibilities for the management of the directives program; establishment of directives, directive system structure and standards; guidance on writing, preparation and clearance procedures; the design, maintenance, and improvement of the directive system; questions and responses on policies, standards, and responsibilities; directive issuance reports and lists of service-wide issuances; directive distribution lists, maintenance, and access; reconciliation of distribution records; directive system writing techniques materials; requests for directives; and other background materials related to management of the directives program.</p> <p data-bbox="349 878 909 915">Final Disposition Temporary</p> <p data-bbox="349 932 844 968">Item Status Active</p> <p data-bbox="349 985 812 1021">Is this item media neutral? Yes</p> <p data-bbox="349 1038 795 1159">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="349 1176 1006 1319">GRS or Superseded Authority Citation N1-095-10-002 / 4 N1-095-10-002 / 5 N1-095-10-002 / 6 N1-095-10-002 / 7</p> <p data-bbox="349 1357 657 1393">Disposition Instruction</p> <p data-bbox="349 1410 1047 1447">Cutoff Instruction End of the fiscal year</p> <p data-bbox="349 1464 1144 1500">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="349 1538 657 1574">Additional Information</p> <p data-bbox="349 1591 941 1627">GAO Approval Not Required</p> |

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|------------------------|------------------|---|--|
| 02/22/2018 | Certify | Monica McGee | Records Officer | Forest Service - WO - ORMS - CRM |
| 08/21/2018 | Submit for Concurrency | Carla Simms | Archives Specialist | National Archives and Records Administration - Records Management Operations |
| 08/22/2018 | Concur | Kate Flaherty | Appraiser | National Archives and Records Administration - ACRA |
| 08/29/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 08/30/2018 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |